



VACANCY ANNOUNCEMENT

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET

DELEGATED EXAMINING UNIT FOR THE
OFFICE OF PERSONNEL MANAGEMENT

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION

ISSUE DATE: December 1, 2003
CLOSING DATE: December 12, 2003

ANNOUNCEMENT NUMBER
OMB-04-15-MJ

Title, Series & Grade:

BUDGET PREPARATION SPECIALIST
GS-0560-09/11
(\$40,044 - \$62,991)

Vacancy Location:

Office of Management and Budget
Budget Review and Concepts Division
Washington, DC 20503

FULL PERFORMANCE LEVEL: GS-15

MORE THAN ONE POSITION MAY BE FILLED THROUGH THIS ANNOUNCEMENT.

WHO MAY APPLY: Open to All Sources.

PLEASE NOTE: ** Candidates must meet qualifications and time-in-grade requirements before they are appointed to the position.

**** To ensure safe and timely receipt of your application, we encourage applicants to submit an electronic application to EOPJOBS@OA.EOP.GOV or fax it to (202)395-1194/1262. We cannot guarantee that applications mailed will be received by the closing date of this announcement.**

DUTIES: Serves as a Budget Preparation Specialist in the Budget Review and Concepts Division (BRCD) within the Office of Management and Budget. The person occupying this position participates in a variety of analytical and technical functions in the preparation, execution, and analysis of the President's budget, as well as activities related to the monitoring and analysis of Congressional action on the President's budget requests. Generally, the work encompasses problem identification and resolution, compilation and analysis of program and budgetary information gathered from a variety of sources; substantive and technical review of budgetary data, appropriations language and related Congressional reports, and other information; preparation of associated tables, reports, letters, memoranda, and the like; liaison functions within and outside of the Office of Management and Budget (OMB); representation of Branch work at varying levels of government; and a variety of data/information management and administrative tasks associated with budget analysis.

Examples of specific work assignments include:

- Monitoring Congressional action on appropriations bills. The employee serves as the focal point for preparation and dissemination of information concerning the Administration's position on appropriations action taken by the Congress. Attends Congressional mark-up sessions; conducts liaison activities with staff of the Appropriations Committees and Congressional Budget Office; maintains computer data files supporting the appropriations monitoring process; prepares letters to Congressional leadership, Statements of Administration Policy, and various supporting materials for use by OMB policy officials and the White

House in conducting negotiations with the Congress on appropriations matters.

- Contributing to preparation of the President's budget. Working with other staff of the Division, coordinates the development of the database that supports the President's annual budget and contributes to the preparation of the Budget Appendix and other portions of the budget documents. Reviews agency budget submissions for technical and conceptual accuracy and consistency; works with OMB resource management offices to resolve problems encountered; ensures that milestones in the budget preparation process are met and that both the budget documents and the database supporting them are of high technical quality.
- Preparation of recurring and ad hoc analytical reports. Frequently using personal computer applications, the employee compiles data and other information and analyzes its implications in order to produce statistical or analytical reports for the use of OMB policy leadership. The subject matter of the analysis may concern a wide variety of budgetary topics such as: (1) development of alternative paths to a balanced budget over five years; (2) assessing the effect of budgetary proposals on the discretionary spending limits established by the Budget Enforcement Act; and (3) preparing comparisons of OMB and CBO scoring of legislation.
- Analysis of budgetary issues. Working independently or, more typically, as part of a work group, the employee exercises reasoning skills in considering various conceptual, technical, and procedural issues related to the budget process (e.g., implications of the Budget Enforcement Act for OMB reporting requirements, refinement of computer system applications to accommodate evolving technical budgeting requirements). The result of these efforts may include: (1) development of OMB positions on various technical or conceptual issues to facilitate the exchange of information with the Congressional Budget Office, the House and Senate Budget Committees, and the Appropriations Committees; and (2) development and guidance for the OMB resource management offices and other Federal agencies.

MINIMUM QUALIFICATION REQUIREMENTS: Applicants must have a minimum of one year of specialized experience at a level of difficulty and responsibility comparable to the next lower grade in the Federal service. Specialized experience is experience directly related to the work of the position to be filled, which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position. **NOTE: This announcement contains Selective Factors that are considered a basic requirement of the position. Applicants who do not meet these factors WILL NOT receive further consideration.**

SUBSTITUTION OF EDUCATION FOR EXPERIENCE:

For GS-09: 2 years of progressively higher level graduate education leading to a master's degree or equivalent graduate degree at an accredited college or university.

For GS-11: 3 years of progressively higher level graduate education leading to a PhD or equivalent doctoral degree from an accredited college or university.

If graduate education is substituted for the required specialized experience, it must demonstrate the knowledge, skills, and abilities necessary to perform the duties of this position. Equivalent combinations of education and specialized experience may be qualifying.

SELECTIVE FACTORS: Candidates should prepare, using specific examples, a brief description of their qualifications as they relate to each of the selective factors listed below. Failure to address these factors WILL result in a rating of INELIGIBLE. Candidates who do not meet these factors are ineligible for this position.

1. Skill (through advanced academic training and/or experience) in working with the processes, policies, and procedures used in preparing and analyzing the Federal budget; knowledge of the relationship of the Federal

budget to the Congressional budget process and tracking legislation through the various stages of Congressional action.

2. Skill in designing, implementing, and working with advanced data collection methods; utilizing personal computer-based spreadsheet applications (e.g., Microsoft Excel and Access) for the compilation, qualitative evaluation, and presentation of data; and developing quantitative analyses supported by the data collection/evaluation effort.

QUALITY RANKING FACTORS: Candidates must prepare, using specific examples, a brief description of their qualifications as they relate to each of the quality ranking factors listed below. Each candidate who meets the minimum qualifications will be rated and ranked based on their responses to the Quality Ranking Factors listed below. Failure to address these factors **WILL** result in a rating of **INELIGIBLE**.

1. Demonstrated ability to apply reasoning skills effectively to complex problems and to work independently towards defensible solutions or recommendations.
2. Ability to summarize and analyze large amounts of complex information and data, to spot trends in material being reviewed, and to present quantitative and/or qualitative information in a clear, concise fashion.
3. Ability to work well independently or in team settings and to adapt effectively to rapidly shifting priorities and high-pressure situations.
4. Ability to communicate effectively both orally and in writing. (Applicants should submit one BRIEF writing sample no more than 10 pages.)

BASIS OF RATING: No written test is required. Applicants will be rated based on an evaluation of their experience/education as described in the application **AND** on their responses to the Selective and Quality Ranking Factors listed above. **APPLICANTS SHOULD ADDRESS EACH SELECTIVE FACTOR AND EACH QUALITY RANKING FACTOR SEPARATELY ON PLAIN PAPER.**

STATUS APPLICANTS: Current Federal employees serving under permanent appointments in the competitive service, or former Federal employees with reinstatement eligibility, will be considered under the agency's merit promotion procedures. Those status applicants who want to be considered under the competitive delegated examining authority procedures of this announcement must submit two sets of application materials. Mark one application "Merit Promotion" and the other "Delegated Examining".

NOTE: You must indicate the lowest grade you are willing to accept or we will only consider you at the highest grade for which you qualify.

HOW TO APPLY:

ALL APPLICANTS MUST SUBMIT ONE OF THE FOLLOWING:

- **OF 612, Optional Application for Federal Employment; -OR-**
- **Resume or other written format that includes the information identified in OF-510, Applying for a Federal Job;**

OTHER REQUIRED DOCUMENTS:

- **If you are a current or former Federal Employee please provide your latest SF-50 "Notification of Personnel Action" and your most recent Performance Appraisal;**
- **On a separate sheet, a narrative summary of your experience and/or education which concisely addresses each of the Selective and Quality Ranking Factors listed above.**

IF YOU ARE CLAIMING VETERAN'S PREFERENCE:

- You must clearly identify your claim for veteran's preference on your application
- If claiming 5 point veteran's preference, you must submit a copy of your DD 214 or other proof of entitlement;
- If claiming 10 point veteran's preference (based on service connected disability), you must submit a copy of your DD 214, and SF 15, and a copy of your Department of Veterans Affairs letter dated within the last 12 months (or other required proof).

OTHER INFORMATION:

- Applicants will be notified of receipt of application and again at the point of selection/non-selection by the servicing personnel office.
- Failure to submit all required documents and information requested by the closing date of this announcement may result in your not receiving full consideration. Applicant's qualifications will be evaluated solely on the information submitted in their applications.

OTHER REQUIREMENTS:

- A security clearance will be conducted. Applicants selected for employment must be 18 years old when appointed.
- The applicant tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment. After appointment, the employee will be included in the agency's random drug testing program.
- As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer.
- Male applicants born after December 31, 1959 must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service Law.
- Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs.

WHERE TO APPLY:

Completed form(s) must faxed to:
Executive Office of the President
Office of Administration
Human Resources Management Division
(202) 395-1194/1262

- Applications will also be accepted electronically. Please submit your application to EOPJOBS@OA.EOP.GOV.
- Applications must be received by the closing date.
- Applicants submitting applications in postage-paid Government envelopes are reminded of the legal prohibition against the use of such envelopes or other Government property for other than officially approved activities. These prohibitions are contained in 18 U.S.C.1719.
- Applications will not be returned.
- You must include the announcement number on your application.
- Applicants will be accepted from all qualified persons. Consideration will be extended without discrimination for any non-merit reasons, such as race, color, religion, gender, sexual orientation, national origin, political affiliation, marital status, age, membership or non-membership in employee organizations, or non-disqualifying physical handicap. Disabled applicants, Disabled Veterans or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status are eligible to apply to announcements limited to status candidates and should clearly specify their special eligibility on their application.

- **Users of Telecommunications Devices for the Deaf (TDD) may call (202) 395-1160.**
- **This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.**

SPECIAL NOTE

Displaced employees requesting special selection priority consideration under the Interagency Career Transition Assistance Program (ICTAP). If you are a displaced Federal employee, you may be entitled to receive priority consideration under the ICTAP. To receive consideration you must:

1. Be a displaced Federal employee. The following categories of candidates below (A and/or B) are considered displaced employees. You must submit a copy of the appropriate documentation such as RIF separation notice, letter from OPM, or a Certificate of Separation from your agency documenting your priority consideration status.
2. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement under section 8337 (h), or 8456 of title 5 United States Code;

OR

1. Current or former career or career-conditional (tenure group 1 or 2) competitive service employees who: received a specific RIF separation notice; or separate because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or retired with a disability and whose disability annuity has been or is being terminated; or upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a SF-50 that indicates "Retirement in Lieu of RIF"; or under the discontinued service retirement option; or was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
2. Be applying for a position at or below the grade level of the position from which you were being separated. The position must not have greater promotion potential than the position from which you are being separated.
3. Have a current performance rating of record (or last) of at least fully successful or equivalent (does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria.
6. Be rated well qualified for the position. To be considered well qualified you must earn a score of 90 or above (prior to the assignment of veterans' preference points) on the rating criteria developed for this position. Applicants must address the selective and quality ranking factors in order to receive a rating.